

ATTENDED BY
M. DEBAUGH
& D. KEESE

Joint Task Force on Records Management meeting [12/5/90]

We received a memo from Parrish thanking the task force for its efforts thus far. Along with it came proof of Hunton & Williams' efforts: the two large compilations of what is going on in every department.

We received a copy of the draft manual as edited/amended by Cummings. Two copies are included here. I scratched up one of them, trying initially to indicate what items were accepted and what ones were not. Then I quit trying.

The only point you asked us to make was about Appendix B. DeBaugh replied immediately, as if he was anticipating the comment, that nothing can be done with Appendix B: it is off limits. It was carefully drawn up jointly by Shook, Hardy & Bacon and Arnold & Porter; it has Parrish's blessing. I said that if R&D management [i.e., Jim Charles] wishes to pursue this, they will do so directly with Parrish.

You did not authorize me to vote your place in your absence. I took on that responsibility and voted for R&D. The voting was on each of the submitted changes to retention schedules (the three that are included at the front of the draft manual), on the brochure to be sent to all employees, and on the draft manual itself -- especially Cummings' comments. I assure you that I did not sit in silence; if I have created problems, I apologize. I commented as I thought best for the Company.

Odd notes

Approximately 20% of the total Company records have been disposed of to date.

Finance is investigating LANs. IS has told them that they are prohibitively expensive. They want to bar code and are holding off on their purchase of Versatile until they see an operational site outside of Philip Morris.

Bill Lynch replaced Phyllis as Supervisor of Records Management, New York office. Phyllis went with Hoechst Celanese in New Jersey.

Only Cummings has ordered Versatile, which is causing havoc with the 30% discount promised by the vendor for a purchase of 6 copies. Finance probably will purchase, but is investigating.

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Engineering is disillusioned because Legal has decided not to purchase. New York is investigating a variety of products.

Bradley Brooks, PM International counsel, is concerned that the task force is giving permission to perform records audits. He/she has emphasized that only the Board of Directors can authorize audits. The Corporate Audit Department has been notified that it has the responsibility for records, too. They are hesitant to get involved. A recommendation has been made that Corporate Audit annually send an auditor for a one-week visit to each department to check implementation of the records retention policies.

Parrish has asserted that the "top goal" is to get the retention schedules "signed off" by management -- finalized and physically signed by the records people, local management, and legal counsel.

TTG (PM Products) is following the PM International guidelines.

IS has fully implemented its policies; over 400 people have been trained; their audit has been completed and another audit will be done in 1991. All their inventories are automated with the exception of what is in people's desks; they feel no need to go into people's desks.

Science & Technology is 100% in compliance. **I am concerned about two things. (1) Does this mean that items like the ingredients list are on Cummings' inventory lists and tucked away in warehouse boxes? What happens with R&D's reports that are "checked out" to Sci-Tech? Do they end up with Cummings, following his retention schedules?**

Cummings stated that so far he has saved the Company over \$2 million by implementing the retention policies.

Cummings has selected a "Novelle" [?] LAN.

The brochure is to be distributed in early January to all employees except factory workers.

We never introduced ourselves nor were asked to sign in. I don't know how minutes will be prepared. Good luck.

